First 5 LA and Best Start seeks qualified reviewers to evaluate applications from businesses seeking to work as providers of printing and/or promotional materials.

As a reviewer, you will assist First 5 LA and Best Start as we seek a business that will support our marketing and communications efforts that further First 5 LA’s vision of creating and sustaining a future where all young children grow up healthy, are eager to learn, and can reach their full potential.

Reviewers should have knowledge of graphic design and experience working with different businesses producing a variety of printed and promotional materials, using a variety of techniques.

Interested reviewers should submit a resume along with the completed application form via e-mail to Larry Renick, Assistant Director, Public Affairs, at LRenick@first5la.org. For further information, please call (213) 482-7548.

Résumés and application must be received no later than June 7, 2013 at 5:00 pm via e-mail.

Reviewers will be paid $200 for reviewing up to three applications. If more than three applications are received by First 5 LA, reviewers will be paid $50 for each additional application.

Thank you for your interest in partnering with First 5 LA.

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General Qualifications
- Knowledge of graphic design and design programs
- Experience working with printers during the production of materials using digital and offset printing techniques
- Experience requesting/receiving quotes from printers

Requirements
- Attend an information session where reviewers will learn about First 5 LA, the RFQ and the review tools to be used in evaluating applicants (date to be determined).
- Review the applications, each approximately 10 pages in length along with printed samples, and score each application using the supplied “score card.”
- Sign a Conflict of Interest and Confidentiality Statement

Next Steps
Upon review of your application and résumé, you will be notified of your reviewer status by June 7, 2013.
First 5 LA Best Start Printer/Promo Vendor RFQ 2013
Proposal Reviewer Application

PROPOSAL REVIEWER APPLICATION FORM

If you are interested in applying to assist First 5 LA as an application reviewer, please submit a resume along with the completed application form via e-mail to Larry Renick, Assistant Director, Public Affairs, at LRenick@first5la.org. For further information, please call (213) 482-7548. Résumés and application must be received no later than June 7, 2013 at 5:00 pm.

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Name: __________________________ Title (if applicable): __________________________

Organization/Affiliation (if applicable): __________________________________________

Address: ________________________________________________________________

City: __________________________ State: _______ Zip Code: ______________________

Telephone: __________________________ Fax: __________________________

E-Mail: __________________________________________________________________

Describe your experience working with business providing printing services and/or branded promotional materials, and why that experience is relevant to being a reviewer for this RFQ?

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Why does serving as a reviewer of applications for First 5 LA’s Printer RFQ interest you?

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